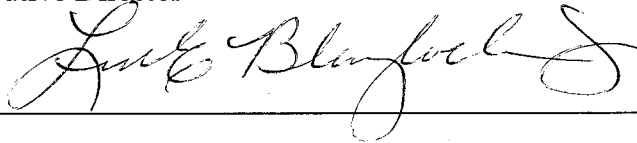


For: All FSA Offices

Global Positioning System (GPS) Training

Approved by: State Executive Director



1 Overview

A Background

Recently selected county and state employees received basic Introduction to GPS, GIS, Arc View, and PC computer training that was designed as a “train-the-trainer” session that will enable selected employees to train other FSA employees in the State and to serve as a district contact to assist other employees in the district.

This new technology will allow FSA county offices to reduce workload and improve accuracy of measurements services, disaster assessments, and other compliance activities in the future.

B Purpose

The purpose of this notice is to:

- inform selected county offices that three GPS training meetings have been planned as noted on the attached Exhibit 1
- provide the scheduled date, time, and location of training meetings
- authorize attendance.

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2 Training Details

A County Office Action

County Offices will receive hands-on instructions and training as follows:

- Basic Introduction to GPS and Setup of GPS Unit
- Basic Introduction to GIS and Arcview
- Outdoor Exercises to Collect Data with the GPS Unit
- GeoSpatial Data Management

Note: Please dress accordingly for outdoor exercises

Training will begin promptly at **9:30 a.m.** and should conclude by **3:30 p.m.** each day. Travel is authorized in accordance with the Travel Management Desk Reference guide dated 09/01. Overnight travel is authorized **ONLY** with DD concurrence in advance. Pool travel where possible.

B Selecting Employees

Each county listed on Exhibit 1 of this notice is authorized to send two participants from each county office in any combination. For Example: (CED-PT or PT-PT). The CED is encouraged to use the following criteria when making his or her decision in selecting the person(s) to attend such as persons:

- with training skills and ability to train other employees in the office
- that will use GPS and GIS on a regular basis

Note: The authorized number of participants from each office **does not** include the selected trainer who attended the “train-the-trainer” session.

District Directors are also authorized to attend.

Persons with disabilities who require accommodations to attend or participate in this meeting should contact Miriam Morehead at 501-301-3015, Federal Relay Service at 1-800-877-8339, or email at miriam.morehead@ar.usda.gov by May 23, 2003.

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C Hotel Information

The following is a list of hotels that have agreed to honor the government rate for those participants authorized by the DD for overnight lodging. Upon receipt of this notice, participants are encouraged to immediately make reservations using their government card.

May 28-29, 2003 Little Rock, Arkansas Block of Room Reserved Under: USDA-GPS Training	DoubleTree Hotel 424 West Markham Little Rock, AR 72201 501-372-4371
June 2-3, 2003 Jonesboro, AR	Holiday Inn Express 2407 Phillips Drive Jonesboro, AR 870-932-5554
June 4-5, 2003 Pine Bluff, AR 71601	Hampton Inn 3103 East Market Street Pine Bluff, AR 71601 870-850-0444

3 Employee Action

The selected participants shall:

- bring the GPS Unit and Backpack with all the components
- bring the PC Data Port Cable (Black Cord)
- bring the MapSource CD
- ensure that the external battery is plugged into an electrical outlet at least 24 hours prior to start of training (IMPORTANT)

Note: Laptops and training material will be provided at the training.

Any questions regarding this notice should be directed to the Production Adjustment/Compliance/Payment Limitation Division at 501-301-3007.

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Exhibit 1

Date and Place	Counties to Attend
May 28-29, 2003 Little Rock, Arkansas Arkansas State FSA Office Room 5406 700 West Capitol Ave Little Rock, Arkansas	Faulkner/Perry Little River Miller Pope Washington White Woodruff
June 2-3, 2003 Jonesboro, AR 72403 Farm Credit Services (Mid-South) 300 Prosperity Drive (Off Parker Rd) Jonesboro, AR 72403	Clay Cross Craighead Crittenden Greene Jackson Lawrence Lee Mississippi Poinsett Randolph St. Francis
June 4-5, 2003 Pine Bluff, AR 71601 Jefferson County Federal Building Room 3611 100 East 8th Ave. Pine Bluff, AR 71601	Arkansas Ashley Chicot Drew Desha Jefferson Lincoln Lonoke Monroe Phillips Prairie Pulaski